

Report for Week Ending 10 November 1958  
From  
RECORDS CENTER

During the week the following accessions were made:

COMPT	42 cu. ft.
DD/P	2 " "
MED	3 " "
OCR	170 " "
OL	2 " "
OO	54 " "
ORR	29 " "
OSI	3 " "
OTR	2 " "
PERS	1 " "
PIC	57 " "
	<hr/>
Sub-Total:	365 cu. ft.
	66 " "
Finished Intelligence	<hr/>
Total :	431 cu. ft.

Map Negatives	1,308 cu. ft.
Records Holdings	27,136 " "
Distribution Material Holdings	11,359 " "
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Total :	39,803 cu. ft.

Distribution Material Disposed of at Center	19 cu. ft.
Distribution Material Transferred from Center	40 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	104 " "
	<hr/>
Total :	163 cu. ft.

Visitors

25X1A9a

Mr.  
Mr.

MS/RMS

25X1A9a

Chief, Records Center

Weekly Report for Week Ending 12 November 1958

from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

1. ~~Completed~~ <sup>COMPLETED</sup> 22 actions requiring the printing of 484,500 copies or sets of blank forms. This represents a decrease in the number of actions and an increase in the number of copies.
2. One new and seven revised forms were approved.

2. Assignments - Active

- ✓ 1. Eight new and 18 revisions are pending.

2. [REDACTED]

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3. [REDACTED]

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Mr. [REDACTED] O/S and Mr. [REDACTED] CI/DDP. The form was revised and sent for coordination. This revision should reduce shipping category from III to I and eliminate any problems on use of the form. [REDACTED]

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4. All other projects are progressing normally.

3. News

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- a. Miss [REDACTED] and I talked with Mr. [REDACTED] C/SD/OL last Monday. Mr. [REDACTED] discussed his problems and accomplishments to date as Supply Division Chief. He and some of his people want to talk later this week about my ideas for improving forms stock management and handling practices. [REDACTED]

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- b. Mr. [REDACTED] will be on annual leave for the rest of the week. He will then attend the IOC for one month.

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